



CATAWBA COUNTY

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Department of Social Services

RE: W-9 REQUEST

Dear Sir or Madam:

Federal Income Tax Law requires us to have your taxpayer identification number (TIN) on file. Under Section 6041, Internal Revenue Code, you are required to provide us with the information on the W-9 form included in this mailing. If you fail to furnish us with this information, you may be subject to a \$50 penalty imposed by the IRS and all payments we make to you could be subject to 31% back up withholding.

In order to complete form 1099 properly, we must have your name, address, and taxpayer identification number under which you report your earnings. If you do business as an **INDIVIDUAL** or **SOLE PROPRIETOR**, your TIN number is your social security number. If not, the TIN number needed is your Federal Employer Identification Number.

We will have to file a form 1099 for you if you are a corporation, tax-exempt organization, or the exempt payee. However, the law requires that you give us your TIN number in addition to telling us the type of payee you are.

Thank you for your cooperation.

Accounts Payable Department
Catawba County